**U. S. Office of Personnel Management Sponsored Training**

**The following training sessions will be conducted in St. Louis on Tuesday, October 26, 2004. Both sessions will be held in the auditorium of the Robert A. Young Federal Building, 1222 Spruce Street, 2nd Floor.**

## Emergency Planning – The Human Capital Perspective

**Who:** Executives, COOP Planners, Emergency, Law Enforcement, Human Resource, and Facility management personnel

**When**: 9:00 a.m. to 12 p.m.

**Content**: To provide information on the human resources flexibilities to be used to explore workforce issues associated with potential short-term or substantial relocation operations, and the need to consider and integrate HR rules, regulations and practices into continuity planning to be sensitive to yet optimize human resources in a crisis.

## Hiring Flexibilities Symposium

**Who:** Executives, Human Resources Representatives, Hiring Officials, Special Emphasis Representatives, Union Officials

**When**: 1:00 p.m. to 4:00 p.m.

**Content**: Learn about available hiring flexibilities and how they can be used to improve the federal hiring process. Topics include:
- appointing authorities for veterans
- applying the criteria for seeking direct hire authority
- student and excepted service employment authorities
- using the category rating procedures for competitive examining

The session will also address strategies for implementing these flexibilities through practical applications.

Plan to engage in lively and productive conversation related to these topics. We urge you to send individuals on your staff that would benefit from this training.

**RSVP: Vi Zenone at vi.zenone@opm.gov by 11 am on Friday, October 22.**

**Enter EMERGENCY PLANNING or HIRING FLEXIBILITIES in the Subject line of your email response. If you plan to attend both sessions put both session titles in the subject line.**

**In the message provide your name, agency, position title, email address and phone number.**

**Walk-ins are allowed; you must register on-site.**